



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

LAND SURVEYOR  
SENIOR LAND SURVEYOR

Class No. 003785  
Class No. 003728

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■ CLASSIFICATION PURPOSE

To supervise, coordinate, and perform professional land survey work and engineering survey office work.

■ DISTINGUISHING CHARACTERISTICS

Land Surveyor:

This is the journey-level class in the Land Surveyor series. Under direction, Land Surveyors are licensed professional land surveyors, or engineers, performing complex surveys and engineering projects. As project surveyors, incumbents lead groups of professionals and supervise technical staff performing a wide variety of surveying and engineering projects or programs.

Senior Land Surveyor:

This is the lead/supervisory-level class in the Land Surveyor series. Under direction, a Senior Land Surveyor is responsible for handling highly visible and sensitive projects and for supervising subordinate staff within a major technical and specialized land survey unit.

■ FUNCTIONS

**The examples of essential functions listed in the class specifications are representative but not necessarily exhaustive or descriptive of any one position in the classes. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.**

Essential Functions:

1. Assigns work and trains subordinate professional, technical, and managerial staff in the field and with preparing technical data and calculations to be used in the office or field by engineers.
2. Acts as special projects leader in conducting a variety of engineering and land surveys.
3. Establishes procedures, techniques and selects instrumentation for determinations involving location of points, control lines, boundary lines and areas.
4. Prepares and reviews preliminary studies, calculations, cost estimates, specifications and reports consisting of engineering, construction, design, topographic, photogrammetric, geodetic, hydrographic, property and right of way surveys.
5. Reviews and checks surveyors and engineers' work and reports involving engineering and land surveying projects.
6. Reviews the preparation and processing of records of surveys, parcel and subdivision maps, photogrammetric surveys, uniform base mapping service and applicable computer graphics.
7. Coordinates the preparation of drawings, maps, plots and legal descriptions.
8. Prepares technical correspondence and reports.
9. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

Senior Land Surveyor (in addition to the above):

1. Reviews and determines procedures and techniques for conducting hydrographic, property, and right-of-way surveys, and the establishment of an effective uniform base mapping system.
2. Directs the preparation and review of ordinances, drawings, maps, plats and legal descriptions for right-of-way acquisitions.

3. Provides consultation to outside agency representatives on land surveying and title matters.
4. Plans, directs, coordinates, assigns, trains, and reviews the work of land surveyors, engineers, and technicians engaged in the preparation and performance of studies, analyses, calculations, cost estimates, specifications and reports relative to any one of a variety of right-of-way and land surveys.

## ■ KNOWLEDGE, SKILLS AND ABILITIES

### Knowledge of:

- Engineering land survey theory and practices of design, planning, construction, right-of-way and land acquisition.
- Land surveying techniques including property, geodetic, photogrammetric, construction, right-of-way, and engineering surveys.
- Procedures and techniques of mapping and subdivision map processing.
- Operation and use of mapping equipment relating to land and photogrammetric surveying.
- The Subdivision Map Act, Land Surveyors Act, and local ordinances as they relate to surveying and the preparation of subdivision, parcel and record of survey maps.
- Uniform base mapping systems, procedures, and equipment.
- Civil Engineering theory as applicable to land surveying practice and techniques.
- Supervision and training principles and techniques.
- Organization and operation of private firms engaged in land surveying and civil engineering services.
- Principles of cost accounting, budgeting, cost control and analysis, and engineering economics.
- The General Management System in principle and in practice.
- County customer service objectives and strategies.

### Skills and Abilities to:

- Prepare and review preliminary studies, final maps and plans, detailed calculations, cost estimates, and specifications.
- Prepare and review the work of staff involved in performing engineering, construction and photogrammetric surveys, uniform base mapping systems, and title reports.
- Prepare maps and legal documents and evaluate them to determine ownership and title encumbrances.
- Meet and consult with government, public and private officials.
- Prepare maps and legal documents.
- Evaluate deeds, maps and other instruments to determine ownership and title incumbencies.
- Supervise subordinate staff performing a wide variety of surveying and engineering projects or programs.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

### Senior Land Surveyor (in addition to the above):

- Review and develop procedures and techniques for conducting hydrographic, property, and right-of-way surveys, and the establishment of an effective uniform base mapping system.
- Direct the preparation and review of ordinances, drawings, maps, plats and legal descriptions for right-of-way acquisitions.
- Provide consultation to outside agencies on land surveying and title matters.
- Supervise a unit comprised of land surveyors, engineers, and technicians.

## ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

### Land Surveyor:

1. Registration as a licensed Land Surveyor (Business and Professions Code), OR
2. Registration as a Civil Engineer with the California State Board of Registration for Professional Engineers, with the authority to practice land-surveying work (Business and Professions Code).

### Senior Land Surveyor:

1. Registration by the State of California as a licensed professional Land Surveyor or Civil Engineer, AND two (2) years of post-registration experience performing professional land surveying work, OR

2. Two (2) years of experience as a Land Surveyor with the County of San Diego.

**Note:** Supervisory experience in planning, directing, coordinating, and evaluating the work of subordinate professional licensed land surveyors is highly desirable.

#### ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classifications. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of neck. Frequent: standing, sitting, bending and stooping, twisting of waist, side-to-side turning of neck; fine finger dexterity to operate keyboards and writing materials.

#### ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

##### License

Land Surveyors must be licensed by the State of California as a Professional Land Surveyor (Business and Professional Code).

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own personal vehicle.

##### Certification/Registration

None required.

##### Working Conditions

Office environment; exposure to computer screens.

##### Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

##### Probationary Period

Incumbents appointed to permanent positions in these classes shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

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**Revised: June 2005**

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Senior Land Surveyor (Class No. 003728)

Union Code: PR  
Union Code: MM

Variable Entry: Y  
Variable Entry: Y